

# Designing Flats for Automated Processing

Related QSGs: 141, 241, 641

# 820

Quick Service  
Guide

**Overview** Mail designed for automated flats processing equipment includes mailpieces from flat-size and letter-size categories that also meet all the dimensional criteria in C820. For eligibility standards for specific rate discounts, see the appropriate Quick Service Guides: 141 First-Class Automation Flats, 241 Periodicals Regular Automation Flats, 271 Periodicals Nonprofit Automation Flats, or 641 Standard Mail (A) Automation Flats.

**Characteristics and Content (C820)** Shape: rectangular.  
Dimensions:  
■ Not less than 6 or more than 12 inches high.  
■ Not less than 5 inches long *if 6 to 7-1/2 inches high*; or not less than 6 inches long *if more than 7-1/2 inches high*.  
■ Not more than 15 inches long.  
■ Not less than 0.009 or more than 0.75 inch thick.  
Weight:  
■ 11 ounces or less if claimed at a First-Class rate.  
■ 16 ounces or less if claimed at a Periodicals rate.  
■ Less than 16 ounces if claimed at a Standard Mail (A) rate.  
Prohibitions: polywrapped, polybagged, and shrinkwrapped pieces are prohibited unless specifically approved in writing by the Manager, Mail Preparation and Standards. Clasps, strings, buttons, or other protrusions (C820.3).  
Rectangular shape of adequate flexibility and rigidity required.  
Each piece in an automation flat-size mailing must contain a complete delivery address (A010). Flat-size pieces with a final fold must be designed so that the address is in view when the final folded edge is to the right and any intermediate bound or folded edge is at the bottom.

**Mailpiece Length and Height (C820.2)** Length and height of an automation-compatible flat-size mailpiece are determined by the following:  
■ For a mailpiece prepared as a single sheet or in an envelope, or other enclosures closed on all four sides, the length is the longest dimension. The height is the dimension perpendicular to the length.  
■ For a mailpiece with a bound or folded edge (e.g., a self-mailer, magazine, newsletter, or folded envelope), or that is in a sleeve or not fully enclosed on all sides, the height (vertical dimension) is the dimension parallel to the bound folded or closed edge. The length is the dimension perpendicular to the height. If the mailpiece is folded more than once or bound and then folded, the height of the mailpiece is based on the final fold.

**Barcodes (C840)** Barcodes must be in one of these four positions:  
■ Above the address line containing the recipient's name.  
■ Below the city, state, and ZIP Code line.  
■ Above or below the keyline information.  
■ Above or below the optional endorsement line.  
Barcodes must be at least 1/8 inch from any edge of the address side. No more than one POSTNET barcode per piece. Additional standard apply for address block barcodes.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

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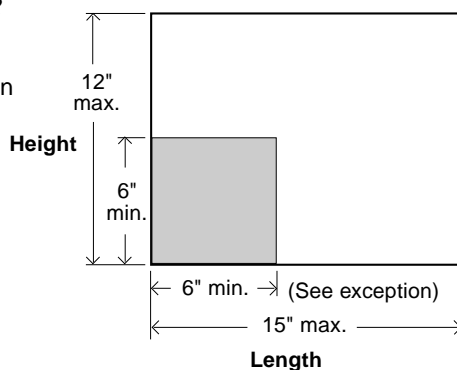
## Dimensions:

Mail compatible with automated flats processing equipment includes letter mail between 6 and 7-1/2 inches high to 11-1/2 inches wide, and all flat-size mail subject to these conditions:

**Shape:** Rectangular.

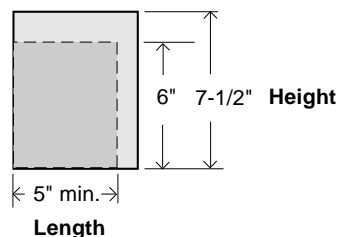
## Dimensions:

- Not less than 6 or more than 12 inches high.
- Not less than 5 inches long *if 6 to 7-1/2 inches high*; or not less than 6 inches long *if more than 7-1/2 inches high*.
- Not more than 15 inches long.
- Not less than 0.009 or more than 0.75 inch thick.



## Exception:

May be minimum of 5" in length if height is between 6" and 7-1/2."

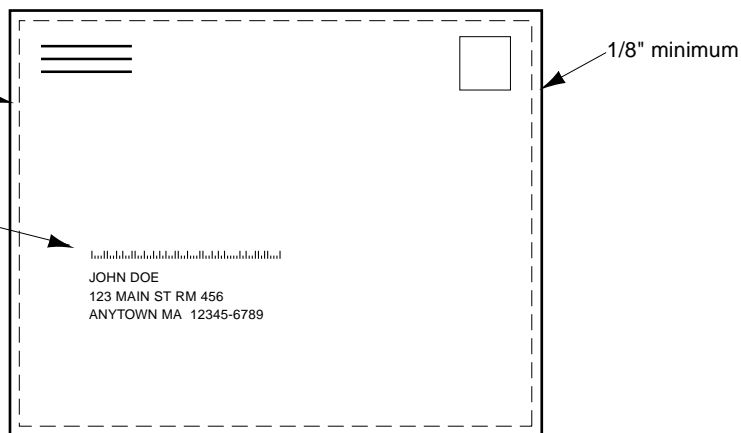


## Barcodes:

Barcodes must be at least 1/8 inch from any edge of the address side (C840.3).

Barcodes in address block must be in one of four positions:

- Above address line containing recipient's name.
- Below city, state, and ZIP Code line.
- Above or below keyline information.
- Above or below optional endorsement line.



## Final Fold:

Flat-size pieces with a final fold must be designed so that the address is in view when final folded edge is to right and any intermediate bound or folded edge is at bottom (C820.2).

Measurement for bound and unbound flats not prepared in envelopes (e.g., magazines and newspapers) relate to specific orientation of the spine (bound edges) or final folded edge of the piece.

